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	<b>R07/13</b>

# **LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING COMMISSION**

## **Commission Members**

Marty J. Jackley  
Attorney General  
Pierre

Robert Perry  
Federal Bureau of Investigation  
Rapid City

Colonel Craig Price  
South Dakota Highway Patrol  
Pierre

Jeff Holcomb  
President  
Southeast Technical Institute  
Sioux Falls

Mike Leidholt, Sheriff  
Hughes County  
SD Sheriff's Association

Ken Tracy, Mayor  
Mitchell  
SD Municipal League

Bryan Gortmaker, Director  
Division of Criminal Investigation  
Pierre

Dennis Falken  
Brookings County Commissioner  
County Commissioner's Association  
Brookings

Tom Wollman  
States Attorney  
SD Bar Association  
Lincoln County

Doug Barthel, Chief  
Sioux Falls PD  
Municipal Police

John Long  
SSA – BIA OJS  
Pine Ridge  
Enrolled Tribal Member

## **Executive Secretary**

Scott Rechtenbaugh  
Training Administrator  
Law Enforcement Training  
Pierre

## **LAW ENFORCEMENT TRAINING STAFF**

**Scott Rechtenbaugh**  
Training Administrator

**Kim Knecht**  
Assistant Training Administrator

**Sam Clark**  
Administrative Assistant

**Taunya O'Conner**  
Administrative Assistant

**Vacant**  
911 Training Coordinator

**Monte Farnsworth**  
Traffic Services Coordinator

**Suzy Olson**  
Administrative Assistant

**Shannon Hinrichs**  
DARE Coordinator

**Greg Williams**  
Law Enforcement  
Basic Training Coordinator

**Guy Di Benedetto, Special Agent**  
Compliance Agent

**Art Aplan**  
Advance Training Coord./Tribal Liaison

**Don McCrea**  
LET Instructor

## **LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING ACT**

The Law Enforcement Officers Standards and Training Act contained in SDCL 23-3 became effective October 1, 1971. All law enforcement officers were “grandfathered” if they were employed as such on October 1, 1971. The Law Enforcement Officers Standards and Training Commission was created and given the power to promulgate rules, require submission of reports by law enforcement agencies, establish minimum curriculum, approve training programs, and perform other administrative functions.

The Commission was also given the power to administer grants, establish training programs, reimburse expenses to officers, and set qualifications of law enforcement officers.

The Division of Criminal Investigation was designated to coordinate and administer the law enforcement training program, and to operate the Law Enforcement Training Center.

## ETHICS STATEMENT

The Criminal Justice Center advocates a strong standard of ethical conduct by students that attend the Basic Certification Course. Your conduct reflects on you and the profession you have chosen to enter, therefore when faced with an ethical dilemma you should ask yourself the following “*ETHICAL DILEMMA TESTS*”:

- Am I acting out of anger, lust or greed?
- Is my decision legal?
- How would I act if my family was standing beside me?
- How will it make me feel in 20 years?
- Is it worth my job and career?
- Would my loved ones be proud or ashamed?
- Am I following the golden rule?

### ***Code of Honor***

***Honor, integrity and respect are never betrayed.***

***I will always hold myself and others accountable  
for having the courage to do the right thing.***

## **MISSION**

To promote excellence in public safety through development of professional standards, delivery of high quality training programs, and embracing the community policing philosophy. Thereby producing a highly trained and ethical professional, who will respectfully serve the citizens of South Dakota.

## **VALUES**

### ***Partnerships***

Work in a continuous spirit of cooperation and collaboration to address areas of common concern to all of those who serve in the profession of public safety.

### ***Respect***

Create an environment where all people are treated with respect.

### ***Integrity***

Always maintain a high standard of conduct. Never compromise your word.

### ***Dedicated Service***

Our customers are the public safety community and the citizens of South Dakota and we will be respectful and responsive to their needs.

### ***Ethics***

Maintain a high ethical standard in our daily conduct.

## **VISION**

To be the leading organization in the state for establishing professional standards for public safety.

Provide research and resource information, and encourage exchange of ideas which promote professionalism.

To provide a foundation of skill and knowledge for students attending the Basic Certification Course, upon which they will continue to build and enhance their job performance.

Deliver the highest quality training possible to all those we serve, so they may perform their jobs safely and successfully.

Increase the overall effectiveness of public safety by assuring an attitude of professional excellence, based on high ethical standards, and achieved through quality training.

# **CRIMINAL JUSTICE CENTER RULES AND PROCEDURES**

## **SECTION 1: ORIENTATION**

- A. Check-in is on the night of orientation. All students are required to report for orientation at 5:00 P.M. You are to report to the classroom located in the George S. Mickelson Criminal Justice Center, which is located at 1302 E. Highway 14 in Pierre. There is a Pierre map enclosed at the back of the handbook to assist you with locating the Criminal Justice Center. You can also call the LET office at (605) 773-3584 or State Radio at (605) 773-3536.
- B. Dorm rooms will be assigned prior to orientation by LET.
- C. Student parking is located in the southeast parking lot.
- D. Students are required to have the waiver and fitness forms completed and with them at orientation. All forms are enclosed at the back of the handbook.

## **SECTION 2: MAIL**

- A. Your address for receiving mail while at the Criminal Justice Center will be:

Student Name  
Law Enforcement Training  
1302 E Highway 14 Ste. 5  
Pierre, SD 57501

- B. Incoming mail will be distributed to the students as soon as practical.
- C. Outgoing mail may be left in the LET office for mailing. The mail must have proper postage on it or it will not be mailed.

## **SECTION 3: TELEPHONES**

- A. Monday - Friday, 8:00 A.M. - 5:00 PM, incoming business calls can be received at (605) 773-3584. The LET office telephones are available to the students for making official local or long distance calls during that time.

## **SECTION 4: SECURITY CARDS**

- A. All students will be issued security cards during orientation.
- B. Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.

- C. Security cards are to be used by the assigned student only. No unauthorized personnel will be allowed access to any area without an escort.
- D. All student security cards shall be returned to LET prior to graduation.
- E. All entries/exits from the buildings will remain unblocked & closed when not in use.
- F. Access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities).

## **SECTION 5: GENERAL RULES**

### **Students Shall:**

- A. Live in the dormitory unless otherwise specified by the Training Administrator, or designee.
- B. Conduct themselves in a professional manner, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands, and instructions given by authorized personnel.
- C. Not commit any acts that are incompatible or in conflict with public service or that might cause any unfavorable reflection upon their agency or Law Enforcement Training.
- D. Not consume or possess alcohol anywhere on the Criminal Justice Center property. Consumption or possession is strictly prohibited, and may be grounds for immediate dismissal.
- E. Not consume or possess any illegal drug or substance (except medication properly prescribed by a licensed physician) anywhere on the Criminal Justice Center property. This is strictly prohibited and grounds for immediate dismissal.

You shall notify an LET staff member if you are taking prescribed medication that may affect your ability to perform any of the academic or skills sections of the training course.

- F. Not use any tobacco products on state property.
- G. Be expected to bring the necessary notes, books, handouts, and equipment to class for the scheduled subject.
- H. Be prompt, well rested, and classroom ready in reporting for all classes and assignments.



- I.** Be courteous to all staff, other students, visiting instructors, and guests.
- J.** Not mark, deface, remove, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.
- K.** Not possess in the Criminal Justice Center any chemical agents, stun guns, or similar weapons without prior approval from the Training Administrator or designee.
- L.** Not possess pornography in any form, including printed, digital, or electronic, in the Criminal Justice Center.
- M.** Not violate the rules set forth herein. Not reporting violations of this handbook may be considered an infraction.

#### **SECTION 6: STUDENT DISCIPLINE**

- A.** While attending the Basic Certification Course you have a dual responsibility to your agency and Law Enforcement Training. Your conduct, on and off duty, should never bring discredit upon yourself, your agency, or Law Enforcement Training. Students will not lie, cheat, steal, conspire to deceive, or evade the truth.
- B.** The LET staff is responsible for the efficient, orderly, and safe operation of the Criminal Justice Center, and will enforce the rules set forth to ensure this end. The Training Administrator has the authority to take corrective action, suspend, or dismiss students from the Basic Certification Course to maintain order.
- C.** If a student is arrested or detained while attending the Basic Certification Course they will immediately notify a Law Enforcement Training staff member.
- D.** Law enforcement professionals are expected to be sensitive to and exhibit tolerance for concerns, opinions, and backgrounds of others, and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, religion, ethnicity, gender, handicap, or disability is unacceptable and prohibited.
- E.** Preliminary Breath Tests (PBT) may be administered at the discretion of LET staff.
- F.** Sexual harassment is prohibited and will not be tolerated.
- G.** Infractions will be reported back to the student officer's agency at the discretion of LET staff.

## **SECTION 7: DORMITORY**

- A.** Curfew is 10:30 PM effective Monday through Thursday of each week. Students are expected to be on campus by 10:30 PM and the dorms and hallways are to be quiet from 11:00 PM to 6:00 AM. Use of other facilities on campus after that time is allowed; however, students should show respect to others wishing to sleep.
- B.** Students have a limited expectation of privacy with regards to dormitory rooms. The dormitory rooms are property of the state of South Dakota, and in the best interests and safety of other students and staff, may be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. In the event circumstances warrant, dormitory rooms and their contents, may be fully searched for evidence of contraband or illegal activity. Students are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.
- C.** No guests of the opposite sex are allowed in the dorm rooms.
- D.** Students shall bring their own personal hygiene items, such as towels, washcloths, soap, clothes hangers, etc. There are laundry facilities on site; however students will need to bring their own laundry soap, etc.
- E.** The cleanliness of the dorms is the responsibility of the students. Cleaning supplies will be provided upon request from LET staff or building custodians.
- F.** Students may choose to bring your own bedding. We have twin size beds. One pillow and case, one blanket, one bedspread, and two sheets, will be available per student. Beds are to be made each day, prior to the first class. Bedding linen is to be changed each Friday morning.
- G.** Students are required to deposit trash and refuse in trash cans and appropriate receptacles. Wastebaskets in the dorm rooms are to be emptied daily. On the last day of class it will be the responsibility of the student to empty the wastebasket and replace the trash bag.
- H.** No candles, or electrical appliances for cooking, such as coffeepots and hot plates, are allowed in the dorm rooms. Each dorm room is equipped with an alarm clock, television, and small refrigerator/freezer. It is the responsibility of the student to clean the refrigerator/ freezer during the last week of class. A microwave is available for student use. All open food items must be kept in a sealed container.
- I.** Any items left in the Criminal Justice Center that have no identifiable owner, will be placed in the lost and found for 90 days and then disposed of.
- J.** LET staff has the authority to inspect dorm rooms routinely, with or without notice.

## **SECTION 8: CAFETERIA**

- A.** Meals are served at the following times, **unless otherwise posted:**  
Breakfast.....6:30 A.M. to 8:30 A.M.  
Lunch.....11:30 A.M. to 1:00 P.M.  
Dinner.....5:30 P.M. to 6:30 P.M.
- B.** Students must bus their own dishes and tray.
- C.** If others are waiting to be seated, students are asked not to tie up tables.
- D.** The kitchen is the exclusive area of the cooks. Students are not permitted in the kitchen without proper authority.

## **SECTION 9: CLASSROOMS**

- A.** Students are allowed to have beverages, but no food in the classrooms.
- B.** All students are required to attend all classes. Absences will be granted only on an emergency basis or for court subpoenas. Every effort should be taken to reschedule court appearances so they do not conflict with the scheduled training.
- C.** During this course, students will be assigned certain assignments which are to be completed outside of the scheduled class day, including group work. The completion of these assignments and active participation in assigned group work are required to successfully complete the course.
- D.** Students who miss more than 15% of scheduled training time during any one phase of training may be required to repeat the entire phase of training before moving on to the next phase of training. Students who miss less than 15% of scheduled training time may be subject to afterhours remediation and/or special assignments.
- E.** A calculator that is capable of trigonometric functions will be needed and it will be the student/agency responsibility to furnish their own.
- F.** Students will not wear caps or hats while in LET uniform except when directed by staff.
- G.** Students will not have cell phones or pagers in the classrooms or training areas while class is in session, unless approved by LET staff.
- H.** Students will not put their feet up on classroom tables while class is in session.
- I.** Students will be alcohol free when attending any classroom or field function or using any Criminal Justice Center facility or equipment.

## **SECTION 10: STUDENT LOUNGE**

- A. The student lounge is available for relaxation, fraternization, and as a study resource.
- B. Respect for your fellow classmates should be observed and appreciated at all times.
- C. All Criminal Justice Center rules apply in the lounge area.
- D. Students will be assigned lounge cleaning details.

## **SECTION 11: USE OF COMPUTERS, INTERNET, AND E-MAIL SERVICES**

The computer system and all related equipment, networks and network devices are provided for authorized Law Enforcement Training students use only. Unauthorized use is prohibited and may be a violation of law. As a user, there is no reasonable expectation of privacy. All information contained herein may be monitored, intercepted, recorded, read, copied or captured in any manner by authorized personnel.

Computer access, email, and internet services have been provided in various locations throughout the building, including the dorm rooms, for your convenience. Usage of computer resources must be shared and all students will have equal access. Students are welcome to play any of the installed games, but are not permitted to install any of their own software. They are to be considered a privilege and the following guidelines are to be observed.

- A. Authorized email usage includes appropriate communication with agency and family, utilizing your home or business email provider.
- B. Necessary employer business transactions are allowed, but personal/private business transactions are not permitted.
- C. Do not use any information technology resources for purposes, or in support of such activities, that violate any local, state, or federal laws.
- D. Do not use any technology resources for commercial purposes, product or service advertisement, or “for profit” personal activity.
- E. Do not view, transmit, retrieve, download, or print any electronic files, which may be deemed pornographic.
- F. You shall not transmit or knowingly receive messages containing pornographic, obscene, lewd, lascivious, or patently offensive material.
- G. Do not duplicate, transmit, or use software not in compliance with policy and do not use copyrighted materials or another person’s original writings without proper authorization.

- H.** Do not knowingly or inadvertently spread computer viruses. Do not import files or software from any source without authorization.
- I.** Do not distribute “junk” mail, chain letters, advertisements, or unauthorized solicitations.
- J.** Messages sent or received may not violate or infringe upon the rights of any other person or be of a nature which a reasonable person would consider abusive, profane, offensive, defamatory, personally embarrassing, harassing, or which violates or encourages others to violate this policy or any applicable law.
- K.** Messages containing jokes or discriminatory comments regarding sex, sexual orientation, race, religion, color, national origin, ethnicity, or age are specifically prohibited.
- L.** You shall not use technical resources to impersonate others, hack into another person’s inbox, log, or archival files, or disrupt orderly operation of the services.
- M.** Students are encouraged to bring and use their own personal computers. All rules outlined in this section apply. (If LET Staff has reasonable suspicion to believe there is a violation of the computer usage policy on any personal computer(s), LET reserves the right to inspect the student’s personal computer(s)).

## **SECTION 12: DRESS CODE**

- A.** LET will provide three (3) uniform shirts and three (3) pairs of uniform pants. Students will be required to provide their own dark (black or brown) shoes and belt. Tennis shoes are not acceptable. Laundry facilities are available at the Criminal Justice Center. It is the student’s responsibility to provide their own supplies to maintain a clean uniform.
- B.** Students are required to wear the LET assigned uniforms while attending classes, unless instructed otherwise by the LET staff or facilitators. No black sole shoes are allowed for the PPCT class. Leather gear will be necessary at certain times and should be brought to the center. A full dress uniform should be included for the class picture and graduation.
- C.** Students may wear a dark blue or black long sleeve collarless shirt under the issue polo. A plain black crewneck sweatshirt may be worn over the issue polo.
- D.** Students will maintain an acceptable standard of personal hygiene and appearance.

### **SECTION 13: FIREARMS and RANGE SAFETY RULES**

**\*\*NOTE: Students will need handgun and listed equipment beginning week 1.**

- A. Students are not allowed to have firearms in the Criminal Justice Center, except when instructed to by LET staff or facilitators. Firearms may be stored in the student's vehicle or given to the LET staff for storage in the gun vault.
- B. No live ammunition will be kept by students anywhere in the Criminal Justice Center unless specifically directed to do so by a member of the LET staff or instructors.
- C. No weapon will be drawn, displayed, or brandished except for training purposes at the direction of the instructional staff.
- D. Violation of firearms safety rules can result in a student's immediate suspension/dismissal from the basic training course.
- E. The LET handgun shooting qualification standard is 75%. Students will be given three opportunities to during the first 11 weeks of training. A student who fails to qualify after three attempts is deemed to have failed the skills testing. They are eligible for one re-test within 7 calendar days. Failure on the re-test will result in dismissal from the training program.
- F. The Criminal Justice Center will provide the following types of ammunition:

9mm Luger, .38 Special, .357 SIG, .40 S&W, and .45 ACP
- G. All other calibers will be the responsibility of the student/agency to provide and you will need 1,000 rounds for use during firearms week.
- H. Students should bring a pistol or revolver that is in good mechanical condition. Handguns deemed not in good mechanical condition may be removed from the course by any firearms instructor. The weapon must be of the same caliber, make and model as that carried on duty by the student. The actual duty weapon is preferred, but not mandatory.

If a weapon is deemed unsafe or not functioning properly the student will be removed from the firing line. It will be the responsibility of the student/agency to provide a replacement weapon within 24 hours or the student will be dismissed from the firearms program. Neither LET nor their instructors will supply any student with a handgun.

- I.** All students are required to bring their handgun and the following equipment at the start of the basic certification session:
- Duty belt with gear that is carried on duty (e.g. holster, handcuffs & case, flashlight & holder). Duty gear must be of the type manufactured for the weapon carried by the student. Duty gear must be in good serviceable condition. Any gear deemed to be inoperable may be removed from the course by any instructor.
  - Minimum of three reloading devices (e.g. magazines, speed loaders).
  - Appropriate weather related clothing for the range activities. Thin insulated gloves are recommended. Large bulky gloves are unsafe and will not be allowed on the firing line. Loose fitting multi-pocket style clothing is recommended for the range. Clothing that is too tight is discouraged as it can restrict the student's performance on the range.
  - Students must provide their own ear and eye protection for use on the firearms range. Wrap around eye protection is required and over the ear "muff style" ear protection is mandatory. The student/agency equipment must meet all safety requirements, and the firearms instructors have the authority to approve or disapprove any equipment used on the range.
  - Students will need clothing that is suitable for maintaining warmth and dryness, and which can be worn on the firing range and during practical exercises. Students should not wear red caps, shirts or jackets on the firearms range. The firearms instructors wear red clothing for identification purposes.
- J.** Always keep the gun pointed in a safe direction. All guns are always treated as if they are loaded.
- K.** Always keep your finger off the trigger until ready to shoot. Keep your fingers off the trigger, outside the trigger guard and in contact with the frame until you are on target and have decided to fire.
- L.** Always keep the gun unloaded until ready to use. Firearms shall be fully loaded on the range only after the command to load has been given by an instructor. Unload when and as instructed.
- M.** Be sure of your target and what is beyond it.
- N.** Firearms training should always be supervised by an instructor qualified in the use of firearms. All safety precautions must be adhered to and enforced at all times.
- O.** Discipline must be maintained at all times in order to prevent accidents and injuries. Negligence of any type cannot be tolerated during the firearms training programs. Students violating range safety rules may be asked to leave the range.

**P. Never:**

- point a firearm at anything you are not willing to shoot.
- give or take a firearm from anyone, unless the action is open for inspection.
- anticipate a command.
- re-use ammunition that is damaged or has a mark on the primer.
- go in front of the firing line until the line has been cleared and the command is given to go forward.
- dry fire on the range unless instructed to so.
- draw or holster a firearm with the trigger finger inside the trigger guard.
- bend over to pick anything up off of the ground.
- permit a muzzle of any firearms to touch the ground.
- smoke anywhere inside the range fence.
- fire after hearing a light sound or recoil without first unloading and checking the barrel.

**Q. Always:**

- load with the muzzle pointed down range or in a safe direction.
- use the de-cock lever for its intended purpose.
- check the status of any firearm you receive.
- pay strict attention to the range officer and safety officers.
- have an instructor check your firearms if you have dropped it onto the ground.
- keep the barrel of your firearm free of obstructions and check it safely.
- keep talking at a minimum while on the range.
- wash your hands after handling firearms and ammunition.
- finish the training day with an administrative unload and inspection to make sure no ammunition is taken back to the Criminal Justice Center.

**SECTION 14: TESTING**

- A.** Students will be required to pass all written academic tests and skills evaluations in order to successfully complete the Basic Certification Course. Passing score on all written academic tests is 70% (the only exceptions are on the PPCT and DUI written tests which are 80%, and NCIC written test which is a 75%). If a student fails any test, academic or skills, they will be given 7 calendar days to retake the test or evaluation. If the test or evaluation is failed a second time they will be dismissed from the Basic Certification Course.
- B.** Emergency Vehicle Operations (EVOC) skills testing portion will be conducted at the EVOC course. If a student fails the skills testing, they will be allowed to continue with their current class; however, the student will have to attend a future session to re-test on the EVOC skills portion. A failure on the re-test will result in dismissal from the training program.



- C. Firearms qualification, see firearms section.
- D. Dishonesty in the pursuit of academic excellence and skill achievement is unacceptable. Any student caught cheating on any academic or skills test will be dismissed from the training program.
- E. No student may exceed the exam time limit as established by LET.

#### **SECTION 15: PHYSICAL FITNESS**

- A. There is a pre- and post-physical fitness assessment. The pre-test is given during the first week and the post test is given during the last week. The fitness test may consist of any of the following activities: 1 1/2 mile run, flexibility, one minute sit-ups, one minute pushups, blood pressure, pulse, body composition, and waist circumference measurement. In addition, there will be scheduled class fitness activities periodically throughout the Basic Course. Participation in the fitness program is mandatory.
- B. Participation in the fitness program will require athletic clothing suitable for indoor and outdoor activities, and a swimming suit for water activities.
- C. The Criminal Justice Center has a fitness room and gymnasium that are available for use by students. The fitness room has a variety of aerobic and anaerobic fitness equipment. The fitness room is open 24/7. You are prohibited from using the fitness room and equipment if you have been drinking any amount of an alcoholic beverage.

#### **SECTION 16: HEALTH & INJURIES**

- A. Illness that causes a student to miss class, or an injury incurred while attending the Basic Course should be reported to any LET staff member immediately.
- B. It is the responsibility of students to notify their agency of any injury or illness. In the event the student is unable to contact their agency, an LET staff member will do so.
- C. The Criminal Justice Center is not financially liable for hospital care or medication.
- D. Students may be required to obtain a new Medical Verification of Physical Ability form if their health status changes during training.

#### **SECTION 17: SEVERE WEATHER & FIRE EMERGENCIES**

- A. In the event of a severe weather warning, all students will immediately go to classrooms, A, B, C, or D.
- B. In case of fire, when the alarm has not been activated, immediately activate the nearest alarm and then exit the building. If a fire is reported or the alarm sounds, all students should immediately proceed to the nearest exit.

- C. In the event of Emergency Operations Center (EOC) activation, classes may be dismissed until further notice.

## **SECTION 18: AWARDS**

- A. *Bill Davis Top Gun* is awarded based on the highest average score from the designated courses of fire on the firearms range. The courses of fire will be conducted during firearms week. In the event of a tie, the written test will serve as the tie breaker. Disregard for range or safety rules will be grounds for disqualification. The Top Gun student will be awarded a certificate during the graduation ceremony.
- B. The *Coler-Williams* award, sponsored by the SDPOA is the most distinguished award given at the academy. It is given in memory of two law enforcement officers who made the ultimate sacrifice, and gave their lives in performance of their duties. The award is based on academics, leadership ability, and general conduct during the Basic Certification Course. In making the selection of the Coler-Williams recipient, we receive input from the instructors in the Basic Course and the LET staff. The plaque is awarded during the graduation ceremony.
- C. The *Inspiration Award* is presented to the student who imparts a standout demeanor of inspiration contagious to the entire class. This class member has exemplified direction in creating an inspiring atmosphere moving others toward professional and personal achievement. Additional attributes include maintaining morale, encouragement, respect, and class service throughout the session. The individual is selected by a voting process of class peers and Law Enforcement Training staff input. The recipient will be awarded a certificate during the graduation ceremony.

## **SECTION 19: GRADUATION**

- A. Agency uniforms will be worn during graduation and will consist of long sleeve uniform shirt with tie. If your agency does not have uniforms, you will be required to wear appropriate professional male or female business attire.
- C. Graduation will be held on the last day of session in the Criminal Justice Center Gymnasium.